

STATE OF HAWAII

Accounting Manual

Volume III: Payroll Expenditures

Part 800: Appendix - Explanations and Related Sample Reports

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SECTION 801: EXPLANATION OF THE DAILY CYCLE REPORTS

1. Purpose. A brief outline of the daily cycle reports is presented to provide the reader with a "birds-eye" view of the organization of the reports with respect to the control features inherent in the system, which control features are designed to insure the accurate processing of all transactions input to the payroll system.
2. Organization of the Daily Cycle Reports. The daily cycle reports are divided into two groups, based upon the type of controls they provide and the frequency in which they are generated: control reports; and change schedule reports.
  - (a) Control Reports.

The reports listed below are generated whenever transactions are input to the payroll system, and are used by Central Payroll to analyze and correct erroneous input transactions.

    - (1) PAYROLL DAILY TRANSACTION LIST, (Report No. PRA012). This report provides a card image of every transaction input to the system in its original form. This is the only report which will reflect all transactions input to the system.
    - (2) DELETED/UNMATCHED TRANSACTIONS, (Report No. PRA02A2). This report indicates the action taken by the computer on correction/cancellation transactions (P1 and P2 transactions) input to the system during the previous payroll period to correct or cancel an erroneous transaction.
    - (3) PAYROLL BATCH CONTROL REPORT, (Report No. PRA052). This report provides transmittal controls between Central Payroll and the data processing center. Only transactions affecting gross pay will be batched before they are transmitted to the data processing center for keypunching and subsequent computer processing. The BATCH CONTROL REPORT will indicate any difference between control totals submitted by Central Payroll and the computer generated totals resulting from processing the transactions from the batches. Thus, this report enables Central Payroll to determine whether or not all transactions transmitted to the data processing center were input to the system and whether their dollar amounts and time units were accurately keypunched.
    - (4) EDIT AND VALIDATION ERROR REPORT, (Report No. PRA053). This report identifies those transactions which, when processed by the computer, were detected with edit and/or validation errors. Edit and validation controls exist primarily for non-dollar and non-time units data. The dollar and time units data are controlled

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by the batch control feature of the system. Transactions detected with edit and/or validation errors are rejected by the system until subsequently corrected. This report serves as a change schedule media for correcting or deleting the erroneous transactions.

- (5) GROSS CONTROL REPORT, (Report No. PRA057). This report indicates the total amount of gross pay and time units accumulated daily by the system as a result of processing error-free transactions. Central Payroll compares totals from this report with independently derived control totals to determine whether or not all transactions for the payroll period were properly processed.
- (6) PAYROLL MASTER INQUIRIES, (Report No. PRA071). This report provides the complete payroll master file contents of an employee whenever his transaction is "flagged" or rejected with a certain type of edit or validation error. This report may also be generated upon request and may be used to analyze the payroll data contained on the master file, if the need arises.
- (7) PAYROLL TRANSACTION REGISTER, (Report No. PRA061). The PAYROLL TRANSACTION REGISTER is a set of printouts each reflecting a certain type of transaction. All data directly affecting payroll amounts (gross pay, deductions, and net pay), which data were accepted and processed during the current payroll period, appear on this register.

The register is generated only during the correction cycle (three days before pay day). The register cannot be further corrected during the current payroll period. The register indicates the transactions which were accepted and processed during the current payroll period, including transactions which were erroneous and which were not corrected.

- (8) REGISTER OF WORKERS' COMPENSATION DISABILITY PAYMENTS, (Report No. PRA056). This report is generated during the correction cycle and primarily serves as a change schedule to enter the workers' compensation payments for the following payroll period. This report also provides the departments with information about workers' compensation payments during the current payroll period.